

**Community Nutrition Programs**

**Child and Adult Care Food Program (CACFP)**

**[Guidance Memorandums](#) [CACFP Webcast Trainings](#)**

- Claims: Completion, Submission, Amendments, Processing, and Payments
  - Document Web Links: documents are accessible under Guidance Memo 3C

**Applies To: All Participating Agencies in the Child Care, At-Risk Afterschool Program and Emergency Shelter Components**

- Both Independent Agencies (1 site) and Sponsoring Organizations (more than 1 site)
- Child Care Agencies include Group Child Care Centers, Head Start Centers, and Outside of School Hours Care Centers

**Revision Date: December 2015**

All participating agencies must submit monthly CACFP reimbursement claims to the Department of Public Instruction (DPI) to receive CACFP funds.

**A. Submitting CACFP Reimbursement Claims**

All agencies must submit monthly CACFP claims online, after the claim month has ended.

To obtain a login, please contact Jacque Jordée at 608-267-9134 or by email at [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov) for assistance.

- Those agencies operating child care centers and outside of school hours care sites may obtain detailed instructions for Internet claim submission by referring to the *CACFP Internet Claim Manual*.

**[CACFP Online Claim Manual \(Child Care, Head Start, and Outside of School Hours Sites\)](#)**

Instructions are also provided within the DPI webcast *CACFP Internet Claim Procedures*.

**[Webcast: CACFP Internet Claim Procedures \(Child Care, Head Start, and Outside of School Hours Sites\)](#)**

- Those agencies operating “At-Risk” Afterschool Program sites and Emergency Shelters may obtain detailed instructions for Internet claim submission by referring to the *CACFP Internet Claim Manual for “At Risk” After School Hours Care sites and Emergency Shelters*.

**[CACFP Online Claim Manual \(At-Risk and Emergency Shelters\)](#)**

Instructions are also provided within the DPI webcast *CACFP Internet Claim Procedures: AR, ES*

**[Webcast: CACFP Internet Claim Procedures \(At-Risk and Emergency Shelters\)](#)**

Sponsoring organizations must report total participation data on the “Parent Form” and data on a site-by-site basis on individual site forms. The numbers for each category on the Parent Form must equal the total sum of the respective categories on the site forms.

**All agencies must print the following two screens for their claim records:**

- Claim Summary page (the screen showing the entered claim detail and the calculated reimbursement amount) which displays once a claim is fully entered online.
- The final screen confirming the successful online submission of the claim and the date that it was submitted to DPI.

## Guidance Memorandum 3C: ■ CACFP Claim Submission and Processing

### B. Elements of a Valid CACFP Reimbursement Claim: *Completing the CACFP Claim*

When submitting a reimbursement claim, each agency certifies that the claim is correct and that records are available to support that claim.

Instructions on how to accurately complete a reimbursement claim are provided within the following webcasts:

- For agencies operating Child Care, Head Start, and Outside of School Hours sites:  
[Webcast: Completing the CACFP Claim \(Child Care, Head Start, and Outside of School Hours Sites\)](#)
- For agencies operating At-Risk Afterschool Program sites and Emergency Shelters:  
[Webcast: Completing the CACFP Claim \(At-Risk and Emergency Shelter Sites\)](#)

The reimbursement claim is for a calendar month and must include all of the following elements for each site:

#### 1. An accurate report of enrollment:

- **Child care centers and outside of school hours care sites** must report the enrolled children/youths based on their valid Household Size-Income Statement determinations (Free, Reduced, Non-needy). The monthly enrollment data numbers are obtained by completing the Household Size-Income Record for that month, which must list all children/youths enrolled in the center during any part of the month and their correctly determined need category for that month (Free, Reduced, or Non-needy) (see *Guidance Memorandum 1C: CACFP Requirements for Household Size-Income Statements and Determining Eligibilities*).

All enrolled children/youths, as defined by the agency in its current online CACFP Contract, must be listed on the Household Size-Income Record (see *Guidance Memorandum 6C: CACFP Enrollment Requirements*).

#### ➤ **For-Profit Centers**

Whether the center can submit a monthly claim for CACFP reimbursement is dependent on meeting a 25% threshold based on the number of low-income children/youths enrolled at the center during the respective month.

- ❖ When the center's total enrollment is less than licensed capacity (if the center is licensed for child care), the total number of children/youths enrolled during the respective month determines the number of low-income children/youths needed for meeting the 25% threshold. If the center is licensed for child care and the capacity number of the facility is lower than the total enrollment for the month, the capacity number is used for making this determination.
- ❖ Children/youths are considered to be low-income if they have received Title XX benefits (*W-2 Shares/ County Child Care Assistance*) **OR** are eligible as Free and Reduced based on their current, valid Household Size-Income Statements on file at the center for the respective month. The Free and Reduced children/youths and Title XX recipients cannot be combined together for determining the total number of low-income children/youths for meeting the 25% threshold. When the total number of Free and Reduced children/youths for the month does not meet the 25% threshold, the total number receiving Title XX benefits during the month is used when determining the center's eligibility to submit a monthly claim.

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- **Head Start sites with only Head Start enrolled children** are not required to complete the household size-income record. All Head Start enrolled children are eligible as Free.
- **At-Risk Afterschool Programs and Emergency Shelters sites** must report total enrollment; a household size-income record is not required for these sites. All meals are reimbursed at the Free rate of CACFP reimbursement.

The following documentation must be maintained for each type of site in lieu of the HSIR:

- At-Risk Afterschool Programs: documentation of children/youths in attendance each day.
- Emergency Shelters: a list of residing children/youths that includes each child's/youth's name, date of birth, and period of residency.

### 2. An accurate record of the number of meals/snacks meeting CACFP requirements served to children/youths:

The total number of meals served for each meal type to the children/youths for the calendar month at each site must be calculated using meal count records (see *Guidance Memorandum 9C*).

→ The number of meals claimed per meal type for each day should not be higher than the site's capacity. If a site serves meals in shifts, capacity cannot be exceeded at any one given time within the number of meals claimed.

### 3. An accurate record of average daily attendance:

To calculate the average daily attendance (ADA):

- a. Use the daily attendance records, **NOT** meal count sheets, to determine the number of children/youths in attendance each day the site was open and serving meals.
- b. Then, add up each day's total to get a monthly total.
- c. Divide the monthly total by the number of days of operation that month to determine the ADA.
- d. Round any fractions up to the next whole number.
- e. **For sponsoring organizations**, calculate the ADA on a site-by-site basis for each month using the above calculation. Add all of the site's ADA together for the total ADA. *The total ADA will be entered on the Participation Reimbursement Information Parent Form on-line or the front page of the paper claim form.*

### 4. An accurate record of the number of days of meal service:

The number of days of service is the number of days the site was open **and** claiming for meals during the month.

## C. Record Retention Rule

All reimbursement claims, including any claim amendments, must be supported by documentation of all of the elements specified in section B above. These records must be maintained by the agency and be readily available for review by DPI, USDA, or other state officials at any time for at least three years plus the current fiscal year; except that, if audit findings have not been resolved, the records must be retained as long as required for resolution of the issues raised by the audit.

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### D. Additional Requirement for Sponsoring Organizations (more than one site)

#### - Meal Count Edit Checks

→ [Webcast: Meal Count Edit Checks \(Sponsoring Organizations Only\)](#)

Edit checks are used to identify potential problems. Problems identified by the edit check process should lead to a closer examination and/or correction of a sponsored facility's meal counts.

CACFP regulations require the sponsor to perform and document two meal count edit checks for each site's meal counts prior to submitting its consolidated monthly claim.

**1. Required Meal Count Edit Check One:** the sponsor must verify that the site has been approved to serve the types of meals claimed.

**2. Required Meal Count Edit Check Two:** the sponsor must verify that the total number of meals claimed by each site does not exceed the number derived by multiplying:

[The number of approved meal types **times** the number of days of service **times** the total monthly enrollment number]

→ If a site submits a total number of meal counts that exceed the derived number from the calculation specified above, the sponsor must review the site's submitted meal counts and other claim data for making the necessary corrections **before** submitting the reimbursement claim.

Prior DPI and USDA approval is needed if a sponsor wants to design an edit check system that does not use the total monthly enrollment number. Documentation must clearly show what specific edit check procedures are in place.

**Documenting Meal Edit Checks:** DPI's *Meal Count Edit Check Sample Form* may be used for documenting the required meal edit checks. Other methods of documentation are also acceptable as long as they clearly show that both required edit checks have been completed for each site each month.

[Meal Count Edit Check Sample Form \(Sponsoring Organizations Only\)](#)

## Guidance Memorandum 3C: CACFP Claim Submission and Processing

### E. 60 Calendar Day Cut-off Deadlines for Submitting Reimbursement Claims

Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies.

Claims for reimbursement for meals served under the CACFP must be submitted to DPI on-line for payment within 60 calendar days after the last day of the claiming month. The following chart gives the deadline date for each monthly claim period.

Claiming Month	Last Day for Online Submission
January	April 1 (March 31 on leap years)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (February 29 on leap years)

→ The claim submission deadlines are also directly posted on DPI's on-line services website: [Claim Submission Deadlines](#)

### F. One-Time Exceptions for Submitting Late Claims

Any original monthly claim or an amended claim with an upward adjustment (or increase in the dollar amount for the original claim submitted for that month) received after 60 calendar days from the end of the claiming month is considered to be a late claim. DPI must grant a "one-time exception" approval in order to pay a late claim. This "one-time exception" approval is at the DPI's discretion. DPI may grant a "one-time exception" approval for only one monthly reimbursement claim per program every 36 months.

#### Submission of Corrective Action Plan:

In order for an agency to receive a "one-time exception" approval for processing a submitted late claim for reimbursement, the agency must submit a corrective action plan or a completed *One-Time Exception Corrective Action Plan Form (PI-1410)* to DPI's Federal and State Grants Programs section, per the instructions on the form, along with the late claim.

[One-Time Exception Corrective Action Plan Form \(PI-1410\)](#)

The agency will have to provide an explanation within its corrective action plan or on this form detailing the reasons for why the claim was submitted late as well as the agency's actions taken to avoid submitting a late claim in the future.

The agency's submitted corrective action plan or completed *One-Time Exception Corrective Action Plan Form* will then be reviewed and approved at DPI's discretion.

Amended claims with downward adjustments (decrease in the dollar amount for the original claim submitted for that month) can be submitted at any time and do not require DPI's "one-time exception" approval.

## Guidance Memorandum 3C: CACFP Claim Submission and Processing

### Method for Submitting Late Claims:

DPI's online services do not permit the submission of late claims. Therefore, DPI's paper claim forms must be completed for submitting a late claim or if your agency's online claiming rights have been disabled (refer to section J, *Disabling of Online Claims*, within this guidance memorandum for more information).

- **For Child Care, Head Start, or Outside of School Hours sites:**
  - [CACFP Reimbursement Claim Form – Child Care Component \(PI-1489\)](#)
  - [Instructions for Completing the Reimbursement Claim Form – Child Care Component \(PI-1489\)](#)
- **For At-Risk Afterschool Programs and Emergency Shelters:**
  - [The Reimbursement Claim Form – At-Risk and Emergency Shelter Sites \(PI-1489-B\)](#)
  - [Instructions for Completing the Reimbursement Claim Form – At-Risk and Emergency Shelter Sites \(PI-1489-B\)](#)

These claim forms and instructions are also on the DPI Guidance Memorandum website, listed under Guidance Memorandum 3C.

### G. Submitting Amended Claims

If agencies detect that a submitted reimbursement claim is inaccurate, they may amend or modify the submitted claim by one of two methods:

#### 1. Prior to DPI Processing of Claim:

Agencies may modify or amend their claim on-line until the time the claim is processed by DPI. Directions for modifying an on-line claim are found in the *CACFP Internet Claim Manuals*. (Refer to section A of this guidance memorandum for the Web Links to these manuals.)

#### 2. After DPI Processing of Claim:

To submit an amended claim once a claim is processed, print the claim by following the directions in the *CACFP Internet Claim Manual* to "View/Print Claim". Then:

- Draw a line through the numbers that need to be changed (i.e., number of meals, average daily attendance) and write in the correct number(s).
- Sign, date, and fax to the Federal and State Grants Program at 608/267-9207 or e-mail a scanned copy to [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov) or [richard.fairchild@dpi.wi.gov](mailto:richard.fairchild@dpi.wi.gov).

### H. DPI Claims Processing

Only one claim or adjustment per program is accepted per payment processing period. DPI processes payments each Tuesday and payments are electronically deposited on the second Monday after the processing date. If a holiday falls on the processing or payment date, the processing or payment date will be the next business day. No claims are processed for payment during the last two weeks of June and the last two weeks of December or during a Federal government shutdown.

→ **Changes to the claims processing schedule are posted on the WI Child Nutrition Programs Online Services website:**  
[WI Child Nutrition Programs Online Services Website](#)

## Guidance Memorandum 3C: CACFP Claim Submission and Processing

### I. DPI Payment of Claims

DPI utilizes the Aids Banking System to directly deposit all DPI State and Federal Aids payments into the bank account you specified for your agency. It is mandatory for your agency to complete the Aids Banking information to receive reimbursement for its submitted CACFP claims.

#### 1. New Agencies and Account Information Changes:

If your agency is new to receiving DPI State and Federal Aids payments or any of your **agency's current Aid Banking System information has changed** (except authorized representative and email address changes), your agency must go to the following website for making the necessary changes:

[Aids Banking System - Login](#)

- **Authorized Representative and E-mail Address Changes:** you must make these changes within your agency's online CACFP contract. Once approved, the updated information will transfer to the Aids Banking system.

#### 2. Aids Register

**DPI no longer prints and mails paper transaction information for your agency's claim payments.**

Your agency's claim payment information is posted to an electronic Aids Register.

→ **Please Note: You must use Google Chrome as the Internet Browser for accessing this information.**

The Aids Register provides the following details for each payment:

- ✓ Voucher Date (*when claim amount is prepared for payment*)
- ✓ Voucher Number
- ✓ Payment Date (*when payment is electronically deposited into your agency's account*)
- ✓ Specific Claim and Program (*Claim Date*)
- ✓ Direct Deposit Amount

**There is a separate electronic Aids Register for public agencies and private agencies.**

- **Public Agencies (Schools, Universities, and Technical Colleges):**

The Aids Register for public agencies may be accessed by two ways:

- **Direct Web Link:** [Aids Register for Public Agencies](#)

OR

- **Select the *Aids Register* button on the WI Child Nutrition Programs Online Services website:** [WI Child Nutrition Programs Online Services Website](#)

Then, click on the *Public Aids Register* option.

- **Private Agencies (Nonprofit and For Profit Agencies):**

Only information on claim payments issued on July 1, 2014 to the present can be accessed on this website.

The Aids Register for private agencies may be accessed by two ways:

- **Direct Web Link:** [Aids Register for Private Agencies](#)

OR

- **Select the *Aids Register* button on the WI Child Nutrition Programs Online Services website:** [WI Child Nutrition Programs Online Services Website](#)

Then, click on the *Private Aids Register* option.

**J. Disabling of Online Claims**

The DPI has the right to disable an agency's online claiming rights. The reason(s) to disable an agency's online claiming rights may be a condition of being declared seriously deficient. An agency that has been declared seriously deficient may have its online claiming rights disabled until the reason(s) for being declared seriously deficient has been permanently corrected, as certified by the DPI. The agency may continue to submit **valid** monthly claims for reimbursement by submitting them to DPI via the paper claim form within 60 days after the end of the month for which the claim applies. Instructions on how to submit monthly claims for reimbursement via a paper claim form and the conditions that must be met to reinstate the monthly online claiming rights will be included in a *Disabling of Online Claiming Rights* notification letter or the *Declaration of Serious Deficiency* letter.

Notification will be given to the agency before its online claiming rights are disabled.